

POLICE NETWORK ENGINEER

DISTINGUISHING FEATURES

The fundamental reason the Police Network Engineer exists is to design, install, administer and support Police specific automated information systems and their associated interfaces. This classification is non-supervisory and receives general supervision from the Police Planning and Technology Manager

ESSENTIAL FUNCTIONS

Performs administration and programming functions and support functions for police information systems including CAD, RMS, ACJIS, PACE and other systems to ensure optimum performance, correct installation of upgrades and initial set-up, resolution of system problems, and training of users.

Assists in the preparation of Systems Administration and Support Unit budgets. Assists with project design and implementation, contract negotiations, and long range planning.

Identifies and corrects problems relating to the architecture of the systems and assists with identifying major problems to expedite vendor or city resolution of those problems.

Identifies enhancements and new functionality, manages and schedules new and feature releases.

Designs, codes, integrates and implements input masks, screens, reports and search routines.

Facilitates the timely entry of data and retrieval of information to aid in police administration and investigations.

Performs additional responsibilities in support of customers and staff. Works with the Information Systems Department as needed.

Maintain regular consistent attendance and punctuality.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities

Knowledge of:

Data communications and networking protocols is highly desirable.

Research methods and techniques.

Information technology systems design and programming.

Design specification development.

Principles of business system analysis, including the analysis of procedures, equipment, and methods.

Forms design and report design.

Ability to:

To comprehend, interpret, analyze and make inferences from complex written documents and oral communications

Make complex mathematical calculations.

Work independently and intuitively with strong project management and organizational abilities

Accomplish objectives through innovative management techniques and the ability to manage organizational change and adapt swiftly.

Use visual and muscular dexterity to operate a computer, calculator, and standard office equipment; sit for extended periods of time.

Analyze specifications and instructions to develop appropriate systems and programs.

Prepare design specifications.

Conceive a variety of solutions to functional problems and to reduce abstract ideas to easily understood procedures.

Debug new and existing programs.

Listen and communicate effectively with co-workers, other professionals, city staff, police management staff and the general public

QUALIFICATIONS

Requires a Bachelor's degree in Criminal Justice, Computer Science or a related field, and three to five years directly related experience with a criminal justice agency performing information systems coordination. Experience using UNIX, UnixWare, SQL, ODBC, UniData, Visual Basic, and UniBasic. Experience using Microsoft Project and other Microsoft Office tool is required.

FLSA Status: Exempt

HR Ordinance Status: Unclassified